

**ICC Certification
and
Chapter Establishment Guide**



We Permit You to Build



The PermitTechNation Group was formed in 2013 during the ICC Annual Conference in New Jersey by the then ten ICC Permit Technician Chapters, and was approved as an ICC Professional Chapter in 2016. The Chapter's mission is to raise the profile of Permit Technicians as code officials, help Permit Technicians gain the knowledge required to gain ICC Certification and assist states and current Permit Technician Associations to apply for ICC Chapter status.

Over the last several years, ICC has provided our Chapter with a booth at the Expo during the ICC Annual Conference to help promote the position of Permit Technician. Information regarding each state Permit Tech Chapter is provided at the booth. In addition, a drawing is held for one delegate to receive a set of PT reference books to take back to their jurisdiction for the permit technicians to study for the Permit Technician Certification Exam. The reference materials are provided by ICC and include current editions of: *Basic Code Enforcement*, *International Zoning Code*, *International Building Code* and *Legal Aspects of Code Administration*.

We are here to help! Our Chapter is active in providing Permit Technicians assistance to enhance their profession. Several ways that we provide services through our Chapters are:

- Chapters provide educational seminars several times a year which are open to both members and non-members of the Chapter.
- Certification training
- Assist your Association in taking the next move to gain ICC Chapter status or help you form a new Permit Technician Association.
- Networking with peers
- Encouragement to achieve your goals



Overview of the Permit Technician Profession

The Permit Technician profession is often referred to as the “front counter staff”. This position has varied job titles but generally is considered the first person the customer comes in contact with. Duties for this profession may include; answering building code and zoning questions, intake, coordination and issuance of construction and other related permits, some degree of construction plan review, records management, customer and staff support.

It is important to note that customer service plays an integral part of this position and because of this, the Permit Technician position is required to be skilled in various customer service techniques in order to effectively represent his/her organization.

Training and education for this profession may include; a proficiency in construction terminology, understanding and interpretation of a wide variety of construction drawings and other related documents, skills in interpreting code requirements to such construction materials and general to specific knowledge of building and other related codes and ordinances. The use of various technology dealing with permit tracking software and general office practices are also basic requirements of this position.

The Permit Technician position is a valuable member of the office team environment. By possessing a wide variety of knowledge in different areas, this profession provides a resource for both customer and staff during the permit process.

It is up to all of us to promote our profession and encourage increased visibility to ensure the awareness of our role as Permit Technicians is recognized within our communities, nationally and among our peers as a viable profession and important code official member.



Start a New Permit Technician Chapter in your Area

There are many benefits to creating your own local Permit Technician Chapter of the ICC. A Chapter is a great resource for networking and educational opportunities to assist Permit Technicians with daily duties. Learn how other jurisdictions in your State or area are improving their procedures and systems; keep up to date on ICC codes as well as State and local codes; educational opportunities to stay in the know and so much more.

First, begin by visiting the ICC website at www.iccsafe.org and click on the Membership / Chapter tab to see if there is a Chapter in your area. If not, click on the ICC Chapter Information tab, read through the Chapter information and download the information on how to start your own area Chapter.

Think about what geographical area you would like your Chapter to cover, whether it be the entire state or a portion of the state. Driving distance to meetings and trainings can be difficult if members have to travel too far.

Begin by contacting the President of your local ICC Building Officials Chapter to inform them of your intent to start a new ICC Permit Technician Chapter and ask for assistance in gaining the support of other Building Officials in the area.

Contact the Secretary of State for information on how to set up a new non-profit organization in your area and get advice from the ICC Building Official Chapter on setting up a chapter and information on chapter by-laws.

Ask to be a speaker at the next Building Official meeting to speak about the importance of forming a new Permit Technician Chapter and how beneficial a Permit Technician Chapter can be for all local building departments for networking, education and training and much more.

It will take quite a bit of work, so find a few colleagues that are willing to take some time to assist in starting a new Chapter. Create a database of all the jurisdictions in your state or area and set up a date and time to



Start a New Permit Technician Chapter in your Area Continued

host your first informational meeting. Local libraries, larger jurisdiction conference rooms, city council chambers are a few areas that you should be able to host your first meeting at no cost to you.

Identify with other Chapters to inquire what resources they used to help assist their Chapter with start up funds, bylaws and any information to help you get started.

Once you begin, ICC Chapter Relations will be very helpful to assist you and ensure that you have completed all the necessary requirements and paperwork to file for new chapter status.

Identify who your ICC Region's Chapter Board Liaison and Staff Liaison are. They will be a very valuable resource to help you get started and continue to help you achieve your chapter goals and objectives.

The following page has a check list of just a few items you will need to identify for your organization to get started. Form committees to help you accomplish these items.

Once you have established your Permit Technician organization, move forward toward applying for ICC Chapter status.



Do not wait; the time will never be 'just right.' Start where you stand, and work with whatever tools you may have at your command, and better tools will be found as you go along.

~ George Herbert

Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence.

~ Helen Keller





Let's get started!

Below is a check list of just a few items you will need to identify to begin your Permit Technician Association. Once you have established your Association, move toward applying for ICC Chapter status.

	Organization Name, Contact Person and Logo suggestions
	How to obtain a Federal EIN from the Secretary of State
	Contact your ICC Region Chapter Board Liaison and Staff Liaison
	Mission Statement, goals and objectives
	Bylaws
	Mailing address
	State Tax and State Controller (where applicable)
	Election of Officers and Board of Directors
	Bank Account – Type of account to set up
	Website – What websites do other Chapters use?
	Geographical area for Chapter
	Meeting dates/location- vary locations for convenience
	Sample Membership Applications and amount of Dues
	Sample Invoice for Membership Dues
	Sample Meeting Agendas and Meeting Minutes
	Sample Organization Scholarship Application
	Types of training to offer for membership
	How to gain ICC Chapter Rewards for free training days, etc.
	Meeting Topic Suggestions: Fee survey, handouts, forms etc.
	Training Topic Suggestions: Plan review, Certification, etc.
	Speakers for meetings and training days
	Contact other Permit Technician Chapters on Study Guides
	Library of Code Books for Organization Members to borrow



Certification Information

The Code Council Certification Program is the oldest, largest, and most prestigious credentialing program for construction code administration and enforcement professionals in the United States. Code Council certification examinations are maintained to the highest standards and include continuous review by committees of experienced professionals.

Becoming an ICC Certified Permit Technician is a significant personal and professional accomplishment. If you have the drive, ability, and dedication it takes to earn this certification, you will join a select group of professionals who have attained a high level of excellence and achievement validated through the certification process. Permit Technician certification is the key to enhanced professional stature.

Benefits of Obtaining Certification

- Verification of personal and professional accomplishment
- Validation of technical expertise
- Recognition on a national level
- Increase in potential career opportunities
- Expanded building code knowledge
- Confirmed commitment to protect the public health, safety, and welfare
- Commitment to raising the awareness of the Permit Technician profession.

The International Code Council (ICC) administers the Permit Technician Certification exam. For up to date testing and certification information log on to: www.iccsafe.org, click on *Professional Development*, scroll to *Assessment Center*, select I want to: *Purchase an Exam*. Scroll down to Catalog Search, enter *Permit Technician* in the search field.

As a suggestion, contained within each page is valuable information in regard to certification. We highly recommend you take time to research each section.

Exam Content

Exam Basics

- 1 examination
- Open book
- 2 hour limit
- 60 multiple choice questions

General Administration— 39%

Legal Aspects—22%

Plans & Documents—25%

Zoning and Site Development—14%

General Administration—39%

Customer Service 7%

Interview customer and determine their needs and assess the scope of their project and direct them. Communicate with customers and staff using the appropriate terminology. Educate customers. Employ organizational skills.

Project Applications 9%

Verify that the project has all prerequisite approvals. Verify that application and the project information provided is complete and is acceptable. Verify professional and contractor licensing where necessary.

Basic Building Concepts 8%

Review the basic building concepts on plans for content. Verify basic details, elements or components of plans for completeness.

Permit Issuance and Fees 8%

Process documents for required approvals. Calculate and verify valuations and fees and accept financial guarantees. Issue permits.

Inspections and Certificate of Occupancy 7%

Accept inspection requests. Verify that special inspections are performed where required. Track permit status. Coordinate approvals for and prepare the Certificate of Occupancy.

Legal Aspects—22%

Public Information and Legal 10%

For new and existing projects, answer questions about the need for approvals, permits and inspections, general code compliance of designs, procedures and materials. Address liability and public disclosure issues when necessary.

Records Management 4%

Verify that the necessary documents are retained for the period required and available as needed.

Records Research 5%

Research and document project history and code compliance.

Appeals and Revocation 3%

Process appeals and suspension or revocation of approvals, decision and / or permits.

Plans and Documents—25%

Review and Related Documents 9%

Verify content of plans, engineered construction drawings and / or specifications for submittal. Determine the need and / or level of review.

Occupancy Group and Type of Construction 6%

Verify that the occupancy classifications and the types of construction are designated on the plans and / or permit documents.

Read Maps 5%

Read and identify map and plat / tract specifications and components.

Perform Calculations and Use Scales 5%

Zoning—14%

Land Use 4%

Explain the site plan review process or developmental plan review and land use codes.

Right-of-Way, Utilities and Easements 5%

Determine public right-of-way and private and public easements. Regulate construction in public right-of-way.

Site Plan Review 5%

Verify structure location on the lot, zoning and engineering requirements. Verify required set back and percentage of lot coverage

Exam Information

Basic Code Enforcement
International Zoning Code
International Building Code
(Chapters 1, 2, 3, 6, 12, 17 Sec. 1704.01-1704.5)
Legal Aspects of Code Administration
Pencil
Calculator

Exams Options:

- [PRONTO](#)
- Pearson VUE www.pearsonvue.com/icc

Exam Details

- 60 multiple-choice questions
- 2 – hour open book
- Exam fee - \$209.00

The [ICC Permit Technician Study Companion](#) is a valuable resource to study for the exam and is available through the [ICC Bookstore](#).





Test Site Regulations

What should I bring to the test site?

- Examinees must possess and present a valid (unexpired) photo ID with signature, issued by a governmental agency, e.g., a drivers license, passport, etc.
- Three No. 2 pencils (sharpened)
- References for the exam that are listed on the previous page. No other reference material will be allowed into the testing center.
 - Make sure the references are bound or three-ring binder. Photo copies of copyrighted materials are not allowed.
 - Have notes written in ink or highlighted in code sections only.
 - Have permanently attached tabs (tabs that can't be removed without destroying the page).
- Eraser
- Magnifying glass
- Eyeglasses, if necessary
- Architects' scale or ruler
- Watch without alarm/camera
- Battery-operated calculator that is:
 - Nonprogrammable, not capable of storing examination information and no ribbon or paper printing capabilities
- No cell phones, beepers, radios, MP3 players , and / or PDAs
- Arrive at the exam site at least 30 minutes before the examination is scheduled to begin. Remember, it is your responsibility to already be familiar with the regulations governing Code Council examinations.



Introducing Your Proctored Remote Online Testing Option (PRONTO)

Taking your next ICC certification exam is now more convenient, more comfortable and more efficient than ever before. With ICC PRONTO, you can take many of ICC's national certification exams online, at your convenience, from any secure location.

ICC is the first building safety professional credentialing organization to offer secured online proctored exams—part of our commitment to ensuring our members have access to the latest technology-based solutions to help building and code professionals succeed and advance.

ICC PRONTO provides an additional option for your certification exam needs. Computer-based testing and paper-and-pencil exams will continue to be available at testing centers throughout the country. Pricing for exams is consistent across all testing formats.

What is PRONTO?

PRONTO is an industry-leading, secure exam delivery service. Plan your exam for the day and time most convenient for you—PRONTO is available 24/7—and know your results immediately upon exam completion. All PRONTO exams feature advanced exam security features so you can be confident in the integrity of the testing process and exam results.

<https://www.iccsafe.org/professional-development/assessment-center/proctored-remote-online-testing/>



Frequently Asked Questions

Frequently Asked Questions

Q: How do I begin the process for certification?

A: The first step is to obtain review the online Exam Catalog. You can view the information at www.iccsafe.org/prepare-for-an-icc-examination/

Q: How do I sign up to take the exam?

A: Before registering for an exam, be sure to review the Exam Catalog. Computer based format exams are scheduled through PRONTO or by calling the Pearson VUE at 1-800-275-8301 (Pearson VUE is a professional testing agency that administers tests for ICC). See the Exam Catalog for full information on exam payment, cancellation policy, and location & date availability.

Q: When can I take the exam?

A: PRONTO exams can be scheduled 24/7 at location meeting guidelines (see PRONTO, pg 12). Pearson VUE offers the computer based format exam at various sites located throughout the United States.

Q: Can I reschedule or cancel my exam?

A: For **Computer-based testing:** Call Pearson VUE at 1-800-275-8301 or access your Pearson VUE account prior to your scheduled exam. https://support.iccsafe.org/?ht_kb=how-do-i-cancel-an-exam

For PRONTO the exam is scheduled the day you wish to take it.



Frequently Asked Questions Continued

Q: Can I get my results over the phone?

A: No. Due to a Student Privacy Act, ICC cannot release any results over the phone.

Q: When do I receive my results?

A: Computer Based & PRONTO exam results are given immediately on site.

Q: Are there any practice exams or courses to study for the exam?

A: The best way to prepare for an examination is through the study of codes and standards. Code Council seminars, self-study workbooks, code commentaries, and textbooks may be helpful.

The information listed in this brochure are only a few details. For complete examination information go to the following link:

<https://www.iccsafe.org/icc-exam-administrative-rules-and-procedures/>



PermitTechNation Contact Information

PermitTechNation

Website: www.permittechnation.org

Disaster Assistance: disasterassist.ptn@gmail.com

Contact: info@permittechnation.org

State Chapters & Subcommittees:

Arizona Permit Techs

Website: www.azbo.us

Central Ohio Permit Techs

<http://www.marysville-ohio.com/BPTechs/>

Colorado Association of Permit Technicians

Website: www.cocapt.com

Idaho Permit Techs

Website: www.idabo.org/permit-techs

Kansas City Metro Permit Technicians

Website: www.kcmapt.org

Minnesota Building Permit Technicians Association

Website: www.mbpta.org

New Hampshire Building Official Support Staff

Website: www.nhbldgsupportstaff.wordpress.com

New Jersey Association of Technical Assistants

Website: www.njata.org

North Central Texas Permit Tech Chapter

Website: www.nctcicc.org

Oregon Permit Technicians Association

Website: www.optaonline.org

Permit Techs Across Georgia

Website: **Coming Soon**

South Carolina Permit Technicians
Association

Website: www.scpta.us

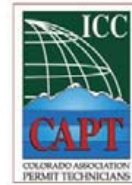
Utah Chapter ICC Permit Tech Committee

www.utahicc.org

Washington State Association of Permit
Technicians

Website: www.wsapt.org

ICC CHAPTER



"WYAPT"